

Cherry Trees Early Years Enrolment Form



Thank you for choosing Cherry Trees Early Years for your child. Welcome to the family! This form is to be filled out by the parent or guardian of the child in question. Please fill out one enrolment form per child. Please complete all of the relevant sections of this form in **block capitals**. Please ensure that you provide all necessary documentation, deposit and registration fee alongside this document or we will not be able to proceed with your child's enrolment. If you need help completing this form, please feel free to contact the school.

About Your Child	
First Name	
Second Name	
Last Name	
Gender	
Date of Birth	
Nationality	
Language	
Birth Place	
Lives With	
Parent Responsibility	
Password	
Does your child have an existing tapestry account you wish to transfer	
Additional information to help settle your child	

About you

Parent /Carer	1		2	
First name				
Last Name				
Relation				
Address				
Postcode				
Address protection	Yes	No	Yes	No
Place of work				
Occupation				
Email				
Work No.				
Home phone				
Hide numbers from parent phone list	Yes	No	Yes	No
Bill payer/email				

Emergency Contact		
Name	1	2
Relation	1	2
Mobile	1	2
Home/Work	1	2

Health Details	
Allergy	
Tolerates Penicillin	Yes No Unknown
Special Dietary Considerations	
Vaccines	<ul style="list-style-type: none"> ● 1st diphtheria, tetanus, whooping cough, polio, hib, meningitis C ● 2nd diphtheria, tetanus, whooping cough, polio, hib, meningitis C ● 3rd diphtheria, tetanus, whooping cough, polio, hib, meningitis C
Special Notes	
Doctor's Name	
Doctor's Address	
Doctor's Number	

Sensitive information	
Religion	
Ethnicity	

Registration	
Date of registration	

Permissions	YES	No
Accompany My Child to the Hospital		

Appropriate Photographs/Videos in Newsletter		
Appropriate Photographs/Videos in Yearbook		
Appropriate Photographs/videos in School Prospectus and Marketing Materials		
Appropriate photographs/videos on the website and social media		
Appropriate photos/videos In Learning Journey		
Famly newsfeed		
Loco Parentis		
Publish Class Contact Details		
Receive General Information		
Sunscreen		
Treatment of Minor Accidents		

Organised outings		
Tapestry agreement		
Tapestry permissions		

Special Education Needs and Disabilities (SEND)	YES	No
Does your child have any special educational needs or disabilities?		
Please add additional information		

Documentation and Fees	
Please tick if you have supplied the following:	
Birth Certificate	
Passport	
Deposit*	
Registration Fee**	

Additional Documents (please specify and send alongside this form):

Session Requirement

My Child will be attending	All Year Round (AYR) 51 weeks	Brookes Term Time (BTT) 34 weeks	State term time (STT) 38 weeks
----------------------------	-------------------------------	----------------------------------	--------------------------------

Fee-Paying Nursery Sessions -Please tick which sessions your that child will be attending

DAY	Breakfast Club 7.30-8	Morning 8 am -1 pm Includes Lunch	Afternoon 1 pm -4 pm	All day 8 am 5.30 pm Includes Lunch	School day 8 am-4 pm Includes Lunch	Aftercare 4 pm 5.30 pm
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Government-Funded Sessions -15 or 30-hour funded can be used 9 am-3 pm. All other sessions will be charged at our current rate.

Day	8 am -9 am	9 am-1pm	9 am-3pm	3 pm-4 pm	4 pm-5 pm	5 pm - 5.30pm
Monday						
Tuesday						

Wednesday						
Thursday						
Friday						

Enrolment at Cherry Trees

Early enrolment is recommended. Place offers are subject to availability. This form should be completed in full and returned with any supporting documentation (such as medical reports or assessments), application fee, and deposit. If you have not provided the Birth Certificate, Passport, Deposit or Registration Fee then we will be unable to progress with your application.

Confidential Information Declaration:

All information received in this form will be treated in accordance with our Data Protection Policy. Under the school’s disability policy and learning support policy, we are required to provide you with the opportunity to disclose any medical condition (including allergies), health problem, learning difficulty, special educational need, or disability of your child. If English is not the child’s first language, please also provide details of the languages spoken. This will help the school consider any adjustments that might need to be made to assist your child when they enrol.

Declaration:

I/We request that the name of our child be registered as a prospective pupil. I/We enclose the non refundable registration fee together with the deposit. I/We understand that the terms and conditions of the school will undergo reasonable changes from time to time as circumstances require and will apply in all our dealings with the school. I/We also understand that the school (through the Academic Director or Head of Early Years may obtain, process, and hold personal information about our child, including sensitive information such as medical details, and we consent to this to safeguard and promote our child’s welfare. I can confirm that the information supplied is correct. Any changes in my child's allergy /intolerance /medical status will be immediately reported to the School Office.

By filling out this form you are agreeing to our terms and conditions. These can be found below.

Full Name	Signature	Date
Full Name	Signature	Date

Thank you for filling out this form. Please return it to J Donlon at jdonlon@uk.brookes.org when complete or email it to cherrytreesadmissions@uk.brookes.org

Bank Details

Bank: Lloyds Bank PLC
9 Butter Market, Bury St Edmunds, Suffolk,
IP33 1DF

Account Name: Brookes Education Group
UK Ltd

Sort Code: 30-64-22

Account Number: 30897560 IBAN:

GB16LOYD30642230897560 BIC:

LOYDGB21666

SWIFT: LOYDGB2L

*Registration fee £25.00

**Deposits £100.00

A registration fee is not required for Government Funded Sessions and will only be required if children attend extra sessions on top of their funded ones. Please contact us if you have any questions regarding the above or if you have any other questions in regards to finances (e.g. Childcare Vouchers). All questions should be directed to our Finance Officer.

bursar@uk.brookes.org | 01284 760

Please use your child's name as a reference

Brookes Education Group UK Ltd Terms & Conditions

1 Definitions

In these terms and conditions 'Enrolment Form' means the form provided by the School for parents to complete when accepting a place for their child at the School;

'child' means a child of whatever age admitted by the School to be educated;

'the Complaints Procedure' is the School's procedure for the review of the treatment of serious disciplinary matters and related decisions, as amended from time to time for legal or other substantive reasons or in order to assist the proper administration of the School;

'deposit' means the sum set out in the Schedule of Fees;

'fees' means the fees set out in the Schedule of Fees as amended from time to time;

'Head of Early Years' means the person appointed by Brookes Education Group UK Ltd of to be responsible for the day-to-day management of Early Years including anyone to whom such duties have been duly delegated;

Cherry Trees Early Years means any class in Reception, Nursery or Toddlers.

'School Rules' means the rules of the School, a copy of the current version of which is sent to parents with the letter offering a place at the School and is provided to each child on entry, as those rules may be amended from time to time for legal, safety or other substantive reasons or in order to assist the proper administration of the School. Parents will be given notice of such amendments;

'term' means a term of the School as notified to parents from time to time;

'a term's notice' means notice before the first day of the term preceding the term to which

the notice relates;

‘terms and conditions’ means these terms and conditions as amended from time to time;

‘we’ or the ‘School’ means the legal entity carrying on as the School or its duly authorised representative, as the

context requires;

‘you’ or the ‘parent’ means each person who has signed the Enrolment Form as parent or guardian of a child or who with the School’s written consent has subsequently assumed parental responsibility for such child.

The enrolment Form, the Schedule of Fees, the School Rules, the Complaints Procedure and these terms and conditions constitute the terms of a contract between you and Brookes Education Group UK Ltd. It is not intended that the terms of the contract shall be enforced by your child or by any other third party.

2. Acceptance and Deposit

An offer of a place for your child at the School is accepted by you completing the enrolment Form and paying the non-refundable Registration Fee in the case of a school place.

A deposit is required for each child. This is fully refundable once the last child leaves the school and all expenses have been cleared. The deposit amount can be found on our website.

3. Early Years Fees

Government Funded Sessions

We offer 15 and 30-hour funded sessions over term time (34 & 38 weeks) or a reduced weekly hours total to attend year-round.

Funded 2-year-olds.

Free funded 15-hour session: Monday to Friday term time (lunch £3.00 payable).

Funded 3 & 4-year-olds

Free funded 15-hour session: Monday to Friday term time. (lunch £3.00 payable)

Free funded 30-hour session: Monday to Friday term time (lunch £3.00 payable)

Any additional hours are charged as a funded session at £6.70 an hour. Any additional services such as trips, activities, and visiting educational specialists will be chargeable if you receive Government funding. A registration fee is not required for government-funded sessions and will only be required if children attend extra sessions on top of their funded ones.

Once your child is no longer eligible for funding, the term after they turn 5, the fee becomes all-inclusive again and pre-care and aftercare are included in the termly fee.

When your child enters funding, there is a small charge for additional activities, such as forest school, music P.E., and swimming in Reception, as well as lunch and tea. (Fee sheet available upon request).

Late Collection will incur a cost.

A charge of £15 will be made for collection between 5.30 pm and 6.00 pm. Collection after 6.00 pm will carry the charge of £22.80 for one child, £25.90 for two children per 15 minutes

During funded sessions, there is a small charge for additional activities such as forest school music PE. There is also a separate charge for lunch & tea

The persons who have signed the Enrolment Form remain liable to the School for the whole of the fees and any supplemental charges due unless the School has agreed in writing to look exclusively to any other person for payment of the fees or any part of the

Each invoice for school fees must be paid either in full before the first day of term or paid monthly. Details and terms and conditions are available from the Finance Officer. All fees from the previous month/ term must be settled before the beginning of a new month/term.

We reserve the right to exclude your child from attending the School (without prior notice) or to withhold any reference whilst fees remain unpaid or there is a persistent default about supplemental charges.

We will make an interest charge of 4% above the base rate on late payments and an administration charge of £10 per letter chasing payment. You consent to us informing any other school, nursery, or educational establishment to which you propose to send your child any outstanding fees or payment history. Any fees incurred by the School in the pursuit of no or late payment will be passed on to the parents in full. Likewise, any bank charges due to dishonoured cheques, standing orders, or direct debits which remain unpaid.

The fees will be reviewed from time to time and may be increased by such amount as the School considers reasonable. We shall endeavour to give at least a term's notice of any increase in the fees due for a particular term, and in any event, shall give you notice of any such increase not later than the final day of the preceding term.

Fees and any supplemental charges will not be reduced as a result of absence due to illness or holiday taken over your two-week entitlement if you attend on an all-year-round attendance.

Those who attend all year round will not be charged for fees and supplementals during their two-week holiday.

The School will not refund any fees should the School be shut for any reason including bad weather or act of god.

4. Notice Requirements/Change of Attendance.

1.If you wish to withdraw your child from Early Years you shall either give a term's notice to that effect or shall pay to the School a term's fees instead of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given. In cases where notice is not given, the appropriate sum in lieu of notice will become due and owing to the School as a debt on the first day of the new term which would have been the final term of provision if a term's notice had been given.

Notices are due before the first school day of every term. Notices given part-way through a term will come into effect on the first day of the next term due to staffing arrangements.

Notices must be given in writing, signed and dated then posted to the Head Teacher and received before the first day of each term.

Verbal terminations will not be accepted. Notices shall not be deemed to have been received unless acknowledged in writing by the Head Teacher. The school does not accept rolling notices.

If you give notice to withdraw your child and then decide to leave the child at the School the original letter will become null and void, and a new notice must be given then for any future withdrawal.

2 If you wish to withdraw your child from an activity charged for as supplemental (i.e. a music lesson or after-school club), you shall either give a one full term's notice to that effect or shall pay to the School one term's charges for the activity in which your child has ceased to participate. Notice must be given before the start of any new term. Notices will only be accepted and take effect at the start of each new term. Notices must be given in writing to the Head Teacher. This does not apply to Early Years as all supplemental activities are compulsory in line with the Early Years Curriculum.

3. The School's affairs are organised on a termly basis and it is not possible for you to reduce the amount of fees due or to obtain a refund of fees by withdrawing your child or by your child ceasing to participate in an activity part-way through a term.

5. School Rules

It is a condition of remaining at Cherry Trees that your child complies with the School Rules as amended from time to time. In particular, you undertake to ensure that your child attends School punctually and that he/she conforms to such rules of appearance, dress, and behaviour as shall be issued by the Cherry Trees from time to time.

6. The Cherry Trees' Obligations

A. Subject to these terms and conditions, Cherry Trees undertakes to accept your child as a pupil of the School from the time of joining the School until the end of his or her Early Years schooling.

B. While your child remains a pupil of Cherry Trees we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on School premises or participate in activities organised by the School.

C. To fulfil our obligations, we need your cooperation, in particular by fulfilling your obligations under these terms and conditions; encouraging your child in his or her studies, and giving appropriate support at home; keeping Cherry Trees informed of matters which affect your child; maintaining a courteous and constructive relationship with Early Years staff; and attending meetings and otherwise keeping in touch with the School where your child's interests so require and finally paying your bills on time.

D. We undertake not to subject your child to corporal punishment, or to physical contact except where such contact may be deemed appropriate for the maintenance of good order, your child's safety, or otherwise. Unless you notify us to the contrary, you consent to your child participating, under proper supervision, in contact sports and in other normal sports and activities that may entail some risk of physical injury

E. If your child requires urgent medical attention whilst under the school's care we will, if practical, attempt to obtain your prior consent. However, should we be unable to contact you, we shall be authorised to make the decision on your behalf should consent be required for urgent treatment (including anaesthetic or operation) recommended by a doctor.

F. Although our website describes the broad principles on which the school is presently run

and is believed to be correct at the time of publishing, it does not form part of the contract between you and the School. We reserve the right to make changes to any aspects of the School, including the curriculum.

H. Religious observance at the School shall be conducted by the School Rules. Parents have the right to withdraw their child from any of these activities

8. The Parent's Obligation

It is a condition of your child joining Cherry Trees that you complete and submit to the School a medical questionnaire in respect of your child. You undertake to inform the School of any health or medical condition, disability, or allergy that your child has or subsequently develops, whether long-term or short-term, including any infections.

You undertake to inform the School of any situations where special arrangements may be needed about your child.

Early years will be entitled (unless notified otherwise) to treat any communication from any person who has signed the enrolment Form as having been given on behalf of both such persons. Unless other arrangements are agreed between you and the School, we shall be entitled to treat any communications from the School to any such person as having been made to both of them.

Your Keyworker must be informed via Family of any reason for your child's absence or sickness from Cherry Trees. Wherever possible, Cherry Trees' prior consent should be sought for absence from the School.

We cannot accept any responsibility for the welfare of your child while off premises unless he or she is taking part in a school activity or otherwise under the supervision of a member of the School Staff.

If you have cause for concern as to a matter of safety, care, discipline, or progress of your child, you must inform the School without delay. Complaints should be made by the School's Complaints Procedure.

9. Insurance

You must make your insurance arrangements if you require cover for your child's property while at School

The School will not accept liability for the following:

For any mechanical or electrical failure to vehicles nor any damage to the vehicle that is caused by nature or environment due to the vehicle being left in the car park. For any mechanical or electrical failure to vehicles whilst in our custody. Nor will the school accept liability for any damage, including damaged windscreens, other glass, punctured tyres, scratches, and dents to the vehicle, other than where the same is proved and to the extent that is proved to be caused by the company's negligence.

If your vehicle has broken into whilst on the premises, we cannot accept liability for broken windows, broken locks, or any other damage to your vehicle and are not liable for the theft of any personal belongings or its contents. You should therefore ensure that all contents/valuables are removed from the vehicle. The School will not accept any liability for any pupil's or parent's personal effects whilst on the premises unless agreed in advance with the Head.

10. Confidentiality and Reference

You consent to our supplying information and a reference in respect of your child to any educational institution which you propose your child may attend. Any reference supplied by us shall be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude for certain courses and character is fair. However, we cannot be liable for any loss you or your child is alleged to have suffered resulting from opinions reasonably given in or correct statements of fact contained in any reference or report given by us.

11. Intellectual Property Rights

We shall recognise any intellectual property rights vested in your child.

12. Changes in Ownership etc.

For reconstruction or amalgamation, we reserve the right to transfer the undertaking of the School to any other natural or legal person, and to assign the benefit of this contract in connection with any such transfer, and/or to amalgamate the School with any other educational institution.

13. Communications

All notices required to be given under these terms and conditions must be given in writing. You undertake to notify the School of any change of address of any person who has signed the enrolment Form.

Communications (including notices) will be sent by Cherry Trees to the address shown in its records. Notices that you are required to give under these terms and conditions must be addressed to the Head of Early Years and sent to the School's address. If sent by first-class post, notice shall be deemed to have been given on the second day after posting.

14. Interpretation

Headings in these terms and conditions are for ease of understanding only and do not form part of these terms and conditions.

15. Jurisdiction and Governing Law

The contract between you and the School is governed by English Law. You agree with us to submit to the exclusive jurisdiction of the English courts.

16. Abuse, Threatening and Violent Behaviour

All staff and employees have a right to expect that their school is a safe place in which to work and that prompt and appropriate action will be taken on their behalf if they are subjected to harassment, abuse (physical, verbal, or emotional), threats or violence by parents and other adults on school premises. Examples of such behaviour might include:

- Abusive, verbal, and aggressive language or behaviour.
- Verbal harassment.
- Common Assault – involving the threat of immediate violence or causing minor injury such as a graze, reddening of the skin or minor bruise.
- Actual Bodily Harm – causing an injury that interferes with the health or comfort of the victim such as multiple bruising, broken tooth or temporary sensory loss.
- Grievous Bodily Harm – causing serious injury such as a broken bone or an injury requiring

lengthy treatment.

- Racially aggravated form of assault where there is a racial element to the offense.
- Persistent raising of issues

Should an incident of this nature take place or is raised by any member of staff, the Head will investigate any such allegation and may exclude or expel the children in question with or without notice.

17. Variation

We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education and the running of the School.

18. Data Protection

You consent to us holding data relating to you and your child (including credit references, sensitive data relating to health, special needs, race and religion) to the extent necessary to enable us to care for your child, discharge our obligations to you and assess the financial risk of dealing with you.

August 2024



